

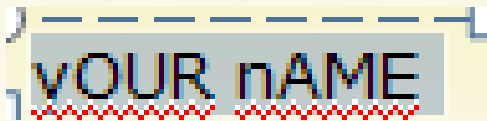
Word 2007

Time-Saving Word Tips

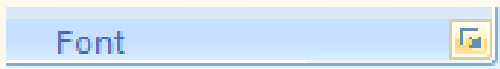
Tip 1: Change Case

yOUR nAME
TYPED PARAGRAPH

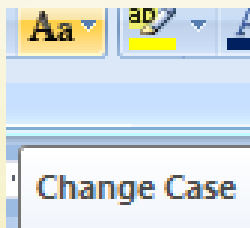
1



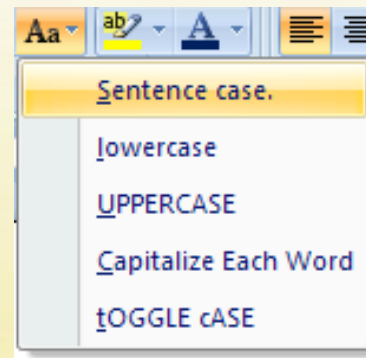
2



3



4



Tip 2

Shortcut Icons to Quick Access Toolbar

More Commands...

"Custom"
Options

Choose commands from: ⓘ

Popular Commands

Popular Commands

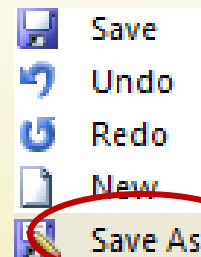
Commands Not in the Ribbon

All Commands



Save As

Add >>



Save

Undo

Redo

New

Save As

Tip 3

Adding Quick Horizontal Lines

3 dashes/Enter ---



3 underscores/Enter ____



3 number signs/Enter ###



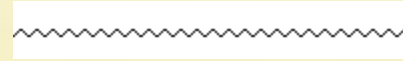
3 asterisks/Enter ***



3 equal signs/Enter ===



3 tildes/Enter ~~~



Tip 4

Headings and Titles (Styles)

"Does Technology Rule" short story

Before

Does Technology Rule Your Work?
by [Howard E. Butt, Jr.](#)

No Cell Phone?

My friend Dwight doesn't usually carry a cell phone, and I asked him why not.

"Well," he said, "have you ever noticed how people with phones feel like they have to answer them whenever they ring? Even though they have voice mail, and they're busy doing something else, they feel compelled to answer the phone."

Technology Questions

Just what advantage does technology provide? Do you use it to make your days more orderly? Or does technology rule your life, making you feel that you can't escape its clutches?

Red Flag

When tools begin to control the operator—**red flag!** It's time to stop and take stock. Analyze your priorities. Technology is a good thing. What matters is how we use it.

From: <http://www.thehighcalling.org/audio/attitude/does-technology-rule-your-work>

After

Does Technology Rule Your Work?

Title Sty

Intense Emphasis
Style*

Right Align

by [Howard E. Butt, Jr.](#)

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Technology Questions

Tip 5

Watermarks

Take 5

Default Watermarks

Custom Watermarks

Page Layout



Custom Watermark...

☒ Picture watermark

Select Picture...

Scale: Auto

☒ Washout

☒ Text watermark

Language: English (U.S.)

Text: **Devier Eagles**

Font: Calibri

Size: Auto

Color:



☒ Se

Layout: ☒ Diagonal ☐ Horizontal